



Advisory Board Meeting Minutes Wednesday, September 25, 2019

Members Present	Brenda Clausen, Max Derrick, Ed Houston, Sandra Jones, Jenny Martin
Members Absent	Chris Clark, Richard Clark, Erich Mille, Pete Wright
City Staff Present	Tricia Cooke, Director April Callaway, Office Admin Supervisor
Guests Present	Kathy Houston, Ellie Oaks-Green, Adam Schweitzer, Rod Young Heritage Senior Adults, Inc. Board of Trustees

Call to Order Ed Houston called the meeting to order at 10:33 am and welcomed everyone.

Minutes August 14, 2019 minutes were approved on a motion by Brenda Clausen and seconded by Jenny Martin

Special Recognition None

Citizen Comments Emily Sosa is at the Center as an Occupational Therapy student to assess participant and staff needs. She also explained what OT is and isn't.

Committee Reports None

Unfinished Business

A. Center Shirts

Director Cooke has chosen a different polyester t-shirt that has a round neck for the men and a V-neck for the women. It will hopefully run truer to size and will not shrink. It is cheaper than the polo shirts which means the Heritage Senior Adults, Inc. fund will make slightly more with each shirt sale. We will order Small-2X sample sizes for people to try on. We are not ordering new shirts until February. Director Cooke would like to purchase a shirt for each of the board members. We will vote in January what the slogan will be on the back of the shirt (or perhaps not have a slogan at all).

New Business None

Heritage Senior Adults, Inc. Board of Trustee Comments

Kathy Houston mentioned that the Board of Trustees will be reviewing the scholarship applicants for 2020 next month.

Advisory Board Comments

Ed Houston asked about our new night shift cleaning crew and raised concerns about safety and security after building hours. Jenny Martin mentioned the kitchen staff need to continue watching portions served during lunches.

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Director's Report by Tricia Cooke

Director Cooke asked for volunteers to help with the many special events coming up through the rest of 2019. A decorating committee (Sandra Jones, Kathy Houston) was formed to help decorate the Center for Christmas on Monday, November 25 at 10:00 until "done." We are winterizing the patio next week. Our September Open House was very successful; we had 174 attend the family concert. Thank you for your assistance in making it a great event.

With regards to comments made by participants regarding the meals—any complaints or concerns should be made directly to the kitchen staff. If you happen to overhear someone, please approach them about speaking with the kitchen staff (specifically Allie). Please remind them to also let the kitchen know when they especially enjoy a meal.

The next regular board meeting will be held on **Wednesday, October 23, 2019 at 10:30 am**. There being no further business, the meeting adjourned at 11:22 am on a motion by Sandra Jones and seconded by Brenda Clausen. Minutes recorded by April Callaway.